

OSSTF Limestone District 27

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MEMORANDUM

To: All Members of the Teachers' Bargaining Unit
From: Teresa Marrello, District Officer
Date: May 3, 2010

1. Important Upcoming Dates

May 10	Deadline: Application for Occasional Teachers' List for 2009-10 school year
May 19	Annual General Meeting, Nylon Workers' Hall, 4:30 pm
May 31	Deadline: Board notification of Teachers Surplus to their School or Redundant to the System
June 3	Status of Women Retreat—Balancing Acts, Cataraqui Conservation Area—4:30 pm
June 3	Staffing Meeting for next school year
June 9	OSSTF Retirement Reception—Mino's Restaurant—5:00 pm
July 15	Deadline: Application for Occasional Teachers' List for September 2010

2. Staffing for 2010-11

- The first (preliminary) staffing meeting was held on April 19. Staff allocations were given to schools and your School Based Work Team (Administration and Federation) will be working together to ensure the process is carried out fairly within your school. Preliminary School Plans will be reviewed by your School Based Work Team and submitted to the Board by May 7, 2010.
- Projected enrolment is down about 498 students in the under 21 category, and 18 students for over 21 category based on October 31 Actual enrollment. The Board has reduced the number of Guidance, LPS and Student Success sections in most schools.
- Twenty-three retirement or resignation letters have been received to date. There are more teachers returning from leave than going out on leave. Therefore it is likely that there will be Teachers declared redundant for the next school year. The Board will inform Teachers by **May 31** if they are surplus to their school or redundant to the system. Final School plans are due within one week of the surplus/redundancy notification.
- The next staffing meeting will be held on June 3. The agenda will consist of: PAR appointments/vacancies/advertisements, SST appointments, declaration of school surplus and system redundancy, and vacancies, transfers and placements.

3. Class Size Maxima Violations

The Chief Negotiator, President and I met with the Board on March 31 and April 28 to review the Class Size Maxima Summary provided by the Board. We verified the data by cross referencing it with the information from the CBC Surveys of Class Size Maxima that we received from schools. The Board reported less class size violations than 1st Semester.

Most of the violations will be remedied as they have been in the past. A few are still being verified. Members should receive a letter this week from the Board asking them whether they wish to receive money or lieu days or a combination of both.

4. OSSTF Retirement Celebration—June 9—Mino's Restaurant

We will be hosting a retirement celebration to honour members who are retiring this school year. Retirees and a guest will be invited to attend. The celebration will be held at Mino's beginning with a reception at 5:00 pm. Presentations will occur just prior to dinner being served at 6:00 pm. Additional Members wishing to

attend may purchase tickets through Judy at the District Office for \$20 per person. There are a limited amount of tickets and they will be sold on a first come first serve basis.

5. Status of Women Retreat—Balancing Acts—Cataraqui Conservation Area

The Status of Women Committee will be hosting a retreat on **June 3** beginning at **4:30 pm**. The theme of the retreat is work/life balance. The program for the retreat includes: Yoga, or Nature Walk, and Work/Life workshops. A light dinner and refreshments will be served. There is no cost to attend. Please RSVP to Judy Tarshis at 613-546-6985 by May 26, 2010 if you wish to attend.

6. Voluntary Transfer/Exchange Process

The Voluntary Transfer/Exchange List for the 2010-2011 staffing year has been compiled in order of descending seniority by the District Officer. It is kept **confidential to OSSTF** until the appropriate time in the staffing process. Teachers are placed in vacant positions based on seniority, qualifications, choice of schools, and preferred teaching assignment.

The Voluntary/Exchange List is maintained throughout the school year for Transfers in Second Semester (for those who have so requested). In order to be available for a transfer in the Second Semester, you **must** indicate your willingness to be considered for both full year and single semester transfers. Doing so will increase your opportunity to secure **both** a full year and a single semester transfer. However, it could also mean that you could be split between two schools in a year by semester.

Teachers may withdraw from the list at any time, **prior to transfer**, through written notification to the District Officer. Teachers wishing to remain on the list for the subsequent staffing year must reapply.

7. Member to Member Conflicts

Members are reminded of their legal obligation to behave ethically towards one another. If you have an issue with another member; you should speak to the member confidentially and in person. If this is not appropriate or successful, the next step is to discuss the difficulty with the Branch President or other Federation representatives for help and advice on protocol.

A member's professional conduct should be characterized by courtesy and good faith and should imply the obligation to refrain from public criticism of the member's colleagues. Our colleagues include: Teachers, Occasional teachers, Clinical, Speech Pathologists, ACW's/SSC's, Attendance Counselors, Human Rights Advisor, ESL and Literacy Instructors. This courtesy should also be extended to other educational workers/colleagues in other unions.

If you have a difficulty with another member, **before making a complaint**, please talk with your Branch/Bargaining Unit President or the District Officer for help and advice on protocol.

8. Dealing with Workplace Harassment

It is an unfortunate reality the sometimes workplace interactions and communications fall within the definition of bullying and harassment. The Ontario Human Rights Code defines harassment as "engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome". Harassment may be one incident or a series of incidents. Such behaviours would include, but are not limited to the following: loss of temper, angry outbursts, yelling, screaming, abusive remarks, inappropriate jokes or remarks, undermining or humiliating others, persistent criticism.

Employers have an obligation to establish, document, communicate and effectively implement standards of conduct in the workplace. The LDSB has established Admin Procedure 139---Discrimination, Harassment and Human Rights Violations and Admin Procedure 411—Harassment in the Workplace to respond to incidents of harassment should they occur. These procedural policies are posted on the Board's website.

Should you experience workplace harassment contact the District Office immediately for assistance. The District Office will provide OSSTF members, both complainants and respondents with unbiased representation to help facilitate a resolution.

Questions? Please don't hesitate to call or email.

Email: officer@kingston.net